

**FISCAL NOTE
PUBLIC COST**

- I. Department Title: OFFICE OF ADMINISTRATION
Division Title: Administrative Hearing Commission
Chapter Title: Procedure For All Contested Cases Under Statutory Jurisdiction,
Except Cases Where Procedure Is Otherwise Provided For By Law**

Rule Number and Name:	1 CSR 15-3.290 Filing of Documents; Fax or Electronic Filing; Posting Bond
Type of Rulemaking:	Amendment

II. SUMMARY OF FISCAL IMPACT

Affected Agency or Political Subdivision	Estimated Cost of Compliance in the Aggregate
Office of Administration - ITSD	Approximately \$18,750 in programming costs plus minimal ongoing maintenance costs over the life of the rule.

III. WORKSHEET

OA-ITSD has estimated that it will require 5 FTE working a total of approximately 250 hours to implement an Electronic Filing System. For legislative fiscal estimates, OA-ITSD uses a rate of \$75 per hour for programming costs.

$$(250 \text{ hours}) \times (\$75 \text{ per hour}) = \$18,750$$

IV. ASSUMPTIONS

In order to permit parties to file documents electronically with the AHC, a secure and reliable web-based IT solution will be required. OA-ITSD has reviewed commercially available solutions, and determined that in-house programming is the best and lowest cost option. As detailed above, OA-ITSD estimates that it will require 5 FTE working a total of approximately 250 hours to implement an Electronic Filing System. Ongoing maintenance will be minimal. Electronic storage costs will not increase; all documents filed with the AHC are currently being converted and stored in electronic form. AHC staff will operate more efficiently as a result of having to handle and convert fewer paper documents.

The cost described is considered part of the AHC's "allotment" of IT services, so no budgetary request or transfer will be necessary.